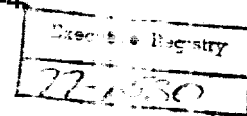


THE WHITE HOUSE  
WASHINGTON



June 1, 1977

MEMORANDUM FOR

THE SECRETARY OF STATE  
THE SECRETARY OF THE TREASURY  
THE SECRETARY OF DEFENSE  
THE ATTORNEY GENERAL  
THE SECRETARY OF THE INTERIOR  
THE SECRETARY OF AGRICULTURE  
THE SECRETARY OF COMMERCE  
THE SECRETARY OF LABOR  
THE SECRETARY OF HEALTH, EDUCATION, AND WELFARE  
THE SECRETARY OF HOUSING AND URBAN DEVELOPMENT  
THE SECRETARY OF TRANSPORTATION  
THE SECRETARY OF THE ARMY  
THE DIRECTOR OF CENTRAL INTELLIGENCE  
THE ADMINISTRATOR OF VETERANS' AFFAIRS  
THE ADMINISTRATOR OF NATIONAL AERONAUTICS  
AND SPACE ADMINISTRATION  
THE ADMINISTRATOR OF ENVIRONMENTAL PROTECTION  
AGENCY  
THE HONORABLE JAMES R. SCHLESINGER  
- ASSISTANT TO THE PRESIDENT

SUBJECT: Spring Planning Reviews

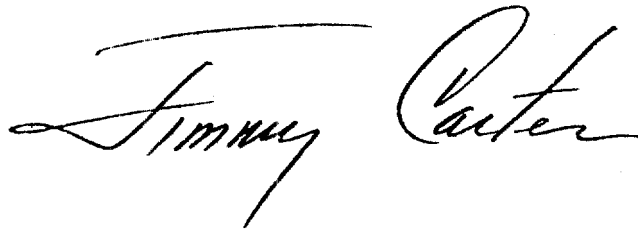
The primary purpose of the Spring Planning Reviews is to provide an opportunity for me to discuss with you personally the major issues surrounding the development of the budget for fiscal year 1979. Prior to your scheduled session, Office of Management and Budget staff will advise you of the specific issues to be discussed relative to your agency. The actual Spring Planning Review binders, around which the discussions will be based, will be delivered to you a few days before the session.

2

In addition to a discussion of the major issues, however, I would also like for you to spend a few minutes describing your own experience in the zero-base budgeting efforts in your agency. In particular, I would like to know the status of:

- identification of objectives,
- determination of decision units,
- involvement of key policy officials in the process, and
- use of decision packages and ranking process as essential elements of your 1979 budget decision-making process.

I look forward to this opportunity to discuss with you the priorities and direction to be established for your agency in the upcoming budget.

A handwritten signature in cursive script that reads "Jimmy Carter". The signature is written in dark ink and is positioned in the lower right quadrant of the page.

JUN 3 9 58 AM '77

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# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		✓		
2	DDCI		✓		
3	D/DCI/IC	✓			
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt	✓			
13	D/Pers				
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15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
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SUSPENSE		Date			

Remarks:

Executive Secretary  
 2 JUNE  
 Date

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EXECUTIVE SECRETARY FILE

White House

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